

C O N F I D E N T I A L

8 April 1960

CS RECORDS MANAGEMENT MEMORANDUM NO. 4

SUBJECT : Closing and Retiring Project Files and Subject Files

REFERENCE: [] dated 16 December 1959

25X1
1. Current practices require execution of Form 812 to close project and subject files which are being retired to [] under Form 1666 - Transmittal of Inactive Records. Effective 15 April 1960, a Staff or Division may retire and close project or subject files at the same time by adding the words "Closed File" in Section I, File Identification - Description, of Form 1666. Execution of a separate Form 812 is not required in such cases.

2. Execution of Form 812 will continue to be required in cases where files are closed but not retired.

[]
DD/P Records Management Officer

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